



**RFP #072225**  
**REQUEST FOR PROPOSALS**  
**for**  
**Virtual Behavioral Health Therapy and Related Services**

**Proposal Due Date: July 22, 2025, 4:30 p.m., Central Time**

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Virtual Behavioral Health Therapy and Related Services to result in a procurement solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than July 22, 2025, at 4:30 p.m. Central Time, and late proposals will not be considered.

**SOLICITATION SCHEDULE**

Public Notice of RFP Published:	June 3, 2025
Pre-proposal Conference:	July 9, 2025, 10:00 a.m., Central Time
Question Submission Deadline:	July 14, 2025, 4:30 p.m., Central Time
<b>Proposal Due Date:</b>	<b>July 22, 2025, 4:30 p.m., Central Time</b> Late responses will not be considered.
Opening:	July 22, 2025, 4:30 p.m., Central Time See RFP Section V.G. "Opening"

## I. ABOUT SOURCEWELL

### A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and master agreement award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements (including Canadian Free Trade Agreement, Ontario-Quebec Trade and Cooperation Agreement, and Canada-European Union Comprehensive Economic and Trade Agreement, as applicable), and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and master agreement expanding the reach of awarded suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

### B. USE OF RESULTING MASTER AGREEMENTS

In the United States, Sourcewell's master agreements are available for use by:

- Federal and state government entities<sup>1</sup>;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

The following entities are listed in this solicitation to satisfy the procurement requirements of Oregon, Utah, and Virginia [[Political Subdivision List - Oregon, Utah, and Virginia](#)].

In Canada, Sourcewell's master agreements are available for use by current and future members including:

- Federal, provincial, and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;

- Indigenous self-governing bodies; Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;
- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest; and
- Canoe procurement group of Canada's current and future members. Canoe members include:
  - Federal, provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
  - Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;
  - Indigenous self-governing bodies;
  - Airport authorities;
  - Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities; and
  - Canoe procurement group of Canada's current and future partner associations, including Saskatchewan Association of Rural Municipalities, Association of Manitoba Municipalities, Local Authorities Services/Association of Municipalities Ontario, Nova Scotia Federation of Municipalities, Federation of Prince Edward Island Municipalities, Municipalities Newfoundland Labrador, Union of New Brunswick Municipalities, Northwest Territories Association of Communities, Association of Yukon Communities, CivicInfo BC, Association and their current and future members.

For a listing of current United States and Canadian Participating Entities visit Sourcewell's website (note: there is a tab for each country): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Participating Entities typically access master agreements for equipment, products, or services through a purchase order issued directly to the awarded supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell master agreements is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In addition, where applicable, other purchasing

cooperatives and procurement officials receive notice and are encouraged to re-post the solicitation opportunity.

Proof of publication will be available at the conclusion of the solicitation process.

### C. INTERGOVERNMENTAL SUPPORT AGREEMENTS

Pursuant to 10 U.S.C. § 2679, United States Department of Defense authorized installations may access Sourcewell's awarded cooperative purchasing master agreements through an Intergovernmental Support Agreement with Sourcewell. All transactions completed through this Intergovernmental Support program are directly facilitated by Sourcewell and may be subject to additional terms and conditions.

## II. SOLICITATION DETAILS

### A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and are commonly desired or are required by law or industry standards.

### B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, school district, or regional cooperative.

1. Sourcewell is seeking proposals for Virtual Behavioral Health Therapy and Related Services for the following categories:
  - a. **CATEGORY 1. General Public Entity Employees and Citizens;**
    - i. Psychology, Social work, or Special Education Services;
    - ii. Behavioral, Emotional, or Mental Health Counseling including but not limited to: video sessions, phone or text sessions, self-guided or self-help programs;
    - iii. Crisis support, suicide prevention; and
    - iv. Assessment or diagnostic services.
  - b. **CATEGORY 2. Public Safety Employees;**
    - i. Psychology or Social work;
    - ii. Behavioral, Emotional, or Mental Health Counseling including but not limited to: video sessions, phone or text sessions, self-guided or self-help programs;
    - iii. Crisis support, suicide prevention; and
    - iv. Assessment or diagnostic services.
  - c. **CATEGORY 3. K-12 and Higher Education Students and Faculty; Speech and Occupational Therapy;**

- i. Psychology, Social work, or Special Education Services;
- ii. Behavioral, Emotional, or Mental Health Counseling including but not limited to: video sessions, phone or text sessions, self-guided or self-help programs;
- iii. Crisis support, suicide prevention;
- iv. Assessment or diagnostic services;
- v. Speech; and
- vi. Occupational Therapy.
- d. Management, administration, personnel, tools, equipment, supplies, reporting, technical assistance or support, training, and technology related or incidental to the offering of the solutions described in a.-c. above.

Proposers selecting or responding to Category 1, 2, or 3 can provide one (1) or a combination of solutions in all Categories 1, 2, and 3 above and will **ONLY** be evaluated in the category they select. **A Proposer may only respond to 2 categories above.** See Appendix I of the RFP for further guidance.

Proposers may include related equipment, accessories, and services to the extent that these solutions are ancillary or complementary to the equipment, products, or services being proposed.

- 2. The primary focus of this solicitation is on Virtual Behavioral Health Therapy and Related Services. This solicitation should NOT be construed to include supplies-only.
- 3. This solicitation does not include that equipment, products, or services covered under categories included in pending or planned Sourcewell solicitations, or in master agreements currently maintained by Sourcewell, identified below:
  - a. Wellness Engagement Program Solutions and Related Services (RFP #051922);
  - b. Group Employee Benefits and Related Services (RFP #051623);
  - c. Employee Benefits Administrative Software Platforms; Member and Provider Advocacy Services; Transparency, Fraud, Waste and Abuse Products and Related Services (RFP #111623).
  - d. Employee Financial Wellness Programming and Related Employer-Sponsored Financial Solutions (RFP #031623)
  - e. Digital Health Products and Solutions (RFP #012722)
  - f. Risk Management, Employee Benefits, and Insurance Consulting Services (RFP #012125).

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment-only or products-only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting master agreement. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting master agreement.

Sourcewell encourages suppliers to offer the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

### C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

### D. PROSPECTIVE MASTER AGREEMENT TERM

The term of any resulting master agreement(s) awarded by Sourcewell under this solicitation will be four years. Sourcewell and supplier may agree to up to three additional one-year extensions based on the best interests of Sourcewell and its Participating Entities. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

#### **E. ESTIMATED MASTER AGREEMENT VALUE AND USAGE**

Based on past volume of similar master agreements, the estimated annual value of all transactions from master agreements resulting from this RFP are anticipated to be USD 5 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the master agreement(s) awarded from this RFP; however, sales and sales volume from any resulting master agreement are not guaranteed.

#### **F. MARKETING PLAN**

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any master agreement award.

#### **G. ADDITIONAL CONSIDERATIONS**

1. Master agreements will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. A proposer may submit only one proposal. If related, affiliated, or subsidiary entities elect to submit separate proposals, rather than a single parent-entity proposal, each such proposal must be prepared independently and without cooperation, collaboration, or collusion.
3. If a proposer works with a consultant on its proposal, the consultant (an individual or company) may not assist any other entity with a proposal for this solicitation.
4. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
5. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
6. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell master agreement may be considered in the evaluation of a proposal.

### **III. PRICING**

#### **A. REQUIREMENTS**

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
  - a. **Line-item Pricing** is pricing based on each individual product or service. Each line must indicate the proposer's published "List Price," as well as the "Master Agreement Price."
  - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any master agreement resulting from this RFP.
2. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the agreed upon price.
3. Stated in U.S. and Canadian dollars (as applicable).
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

#### B. ADMINISTRATIVE FEES

Proposers awarded a master agreement are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting master agreements. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

### IV. MASTER AGREEMENT

Proposers awarded a master agreement will be required to execute a master agreement with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the Master Agreement reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.



To identify any exception, or to request any modification, to Sourcewell's standard master agreement terms, conditions, or specifications, a proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement Template provided in the "Documents" section of the "Bid Details" page on the Sourcewell Procurement Portal and uploaded as part of its response. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the master agreement document provided to the awarded supplier for signature.

If a proposer receives a master agreement award resulting from this solicitation it will have up to 30 days to sign and return the master agreement. After that time, at Sourcewell's sole discretion, the master agreement award may be revoked.

## **V. RFP PROCESS**

### **A. PRE-PROPOSAL CONFERENCE**

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive procurement process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Vendor Account. Pre-proposal conference attendance is optional.

### **B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION**

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

### C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer's proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

1. make any required adjustments to its proposal;
2. acknowledge the addenda; and
3. ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

### D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca).

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential master agreement award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a master agreement award and may subject the proposer to remedies available by law.

#### E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

1. In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
2. Complete. A proposal will be rejected if it is conditional or incomplete.
3. Submitted in English.
4. Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

#### F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

#### G. OPENING

The Opening of proposals will be conducted in the Sourcewell Procurement Portal immediately following the proposal due date and time. To view the list of proposers resulting from the opening, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed."

Members of the public may attend the Opening at Sourcewell's office located at 202 12th Street NE, Staples, MN to hear the results.

### **VI. EVALUATION AND AWARD**

#### A. EVALUATION

It is the intent of Sourcewell to award one or more master agreements to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and

services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities.

Factors to be considered in determining the number of master agreements to be awarded in any category may include the following:

1. Total evaluation scores (giving consideration to natural breaks in the scoring of responsive proposals);
2. The number and geographic location of highest-scoring proposers that offer:
  - a. A comprehensive selection of the requested equipment, products, or services;
  - b. A sales and service network ensuring availability and coverage for Participating Entities' use; and
  - c. Other attributes of the proposer or contents of its proposal that assist Participating Entities in achieving environmental and social requirements, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

#### B. AWARD(S)

Award(s) will be made to the highest-scoring proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	Pass/Fail
Financial Viability and Marketplace Success	50
Ability to Sell and Deliver Solutions	150
Marketing Plan	100
Value Added Attributes	100
Depth and Breadth of Offered Solutions	200
Pricing	400
<b>TOTAL POINTS</b>	<b>1000</b>

#### C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must

be received, and time stamped at the Sourcewell office by 4:30 p.m., Central Time, no later than 10 calendar days following Sourcewell's notice of master agreement award(s) or non-award. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal's content will not be entertained.

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of \$20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

#### D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any master agreement, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for master agreements or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a master agreement if only one responsive proposal is received if it is in the best interest of Participating Entities; and

- Award a master agreement to one or more proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

**All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Chapter 13, after negotiations are complete, including pricing and financial data. Sourcewell considers negotiations complete upon execution of a resulting master agreement.**

**Proposers are explicitly cautioned not to submit any data that they consider to be confidential, proprietary, or trade secret, as such data will not be treated as confidential and will be subject to public disclosure in accordance with Minnesota law.**



6/4/2025

Addendum No. 1

Solicitation Number: RFP 072225

Solicitation Name: Virtual Behavioral Health Therapy and Related Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Would this new RFP #072225 replace the previously awarded contract or master agreements currently maintained under RFP #102821 for Teletherapy Services?

**Answer 1:**

That is correct.

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End of Addendum

Acknowledgement of this Addendum to RFP 072225, posted to the Sourcewell Procurement Portal on 6/4/2025, is required at the time of proposal submittal.



6/18/2025

Addendum No. 2

Solicitation Number: RFP 072225

Solicitation Name: Virtual Behavioral Health Therapy and Related Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

What kind of licenses should vendors have to participate? and should the license be at company level or individual employees that will be a part of this program?

**Answer 1:**

In the competitive process, Sourcewell cannot advise a proposer on the content of the proposal. It is left to the discretion of the proposer to identify licenses that may be relevant to the proposer's offered equipment, products, and services. Question 50 in the Questionnaire asks about licenses.

**Question 2:**

Can we please get information of the timeline of this program. i.e when awards are expected to be made and when the program is to begin.

**Answer 2:**

It will take Sourcewell at least 60 days to make an award; if more time is needed, all proposers will be notified. When contracts are signed the program begins.

**Question 3:**

Can we please get clarity of some of the evaluation criteria points. Specifically 'Financial Viability and Marketplace Success, Ability to Sell and Deliver Solutions and Marketing



Plan'. It is unclear what is required of vendors here.

**Answer 3:**

The questionnaire you are to fill out states what areas go to what section of the evaluation.

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End of Addendum

Acknowledgement of this Addendum to RFP 072225, posted to the Sourcewell Procurement Portal on 6/18/2025, is required at the time of proposal submittal.



7/2/2025

Addendum No. 3

Solicitation Number: RFP 072225

Solicitation Name: Virtual Behavioral Health Therapy and Related Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Will participating agencies provide supplies and equipment to tele-providers? (laptops, assessments and protocols, etc.)

**Answer 1:**

It should be considered that neither Sourcewell nor its participating entities will be contributing any material items toward the provision of services related to this RFP.

**Question 2:**

Will participating agencies provide a designated area for individuals to receive tele-services?

**Answer 2:**

Sourcewell does not dictate to its participating entities how they may deploy the services available through one of its Master Agreements.

**Question 3:**

Is there an incumbent for Categories 1 and 3? If so, who?

**Answer 3:**

Please refer to RFP # 102821 Teletherapy Services on the Sourcewell website, [www.sourcewell-mn.gov](http://www.sourcewell-mn.gov). All awarded contracts can be found on the Sourcewell site.

**Question 4:**

Can you give examples of the types of entities that are covered under Category 1?

**Answer 4:**

Please refer to RFP Section I. B. USE OF RESULTING MASTER AGREEMENTS.

**Question 5:**

Which category would juvenile detention centers be included under?

**Answer 5:**

The closest match for juvenile detention centers would be **Category 3. K-12 and Higher Education Students and Faculty; Speech and Occupational Therapy.**

**Question 6:**

Will participating agencies provide onsite facilitators (paraprofessionals, assistants, volunteers, etc.) for support during teleservice?

**Answer 6:**

It should be considered that neither Sourcewell nor its participating entities will be contributing any material items toward the provision of services related to this RFP.

**Question 7:**

How long have the incumbent suppliers held this contract?

**Answer 7:**

Please refer to RFP # 102821 Teletherapy Services on the Sourcewell website, [www.sourcewell-mn.gov](http://www.sourcewell-mn.gov). All awarded contracts can be found on the Sourcewell site.

**Question 8:**

Should we include redlines on the Master Agreement with our submission?

**Answer 8:**

Yes, please reference Section IV. Master Agreement of the RFP.

**Question 9:**

What are the current hourly bill rates for the incumbent(s) for each service described in Categories 1 and 3?

**Answer 9:**

Please refer to RFP # 102821 Teletherapy Services on the Sourcewell website, [www.sourcewell-mn.gov](http://www.sourcewell-mn.gov). All awarded contracts can be found on the Sourcewell site.

**Question 10:**

Can we submit a rate range by region or is a flat rate by region preferred? (i.e. - \$75-80/hr versus \$75/hr)

**Answer 10:**

As stated in the Frequently Asked Questions document on the Sourcewell Procurement Portal: "In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. Each proposer, in its discretion, will determine and articulate the pricing approach that aligns with its business methods and satisfies all the requirements of the RFP. All proposed pricing must be clearly understandable, complete, and fully describe the total cost of acquisition. Proposals are evaluated based on the criteria stated in the RFP."

**Question 11:**

Do you anticipate awarding one or multiple vendors?

**Answer 11:**

As stated in the Frequently Asked Questions document on the Sourcewell Procurement Portal: "Refer to the Evaluation and Award section of the RFP VI. It is the intent of Sourcewell to award one or more suppliers offering the best overall quality, selection of equipment, products, and services, and prices that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities."

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End of Addendum

Acknowledgement of this Addendum to RFP 072225, posted to the Sourcewell Procurement Portal on 7/2/2025, is required at the time of proposal submittal.



7/2/2025

Addendum No. 4

Solicitation Number: RFP 072225

Solicitation Name: Virtual Behavioral Health Therapy and Related Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Section II. E. – What is the estimated annual value by Category? Is \$5MM annual, initial term? All categories? Each category? Can you please list annual volume each of the existing vendors have contracted in K-12 and also in higher education?

**Answer 1:**

Reference RFP Section II. E. ESTIMATED MASTER AGREEMENT VALUE AND USAGE – Based on past volume of similar master agreements, the estimated annual value of all transactions from Master agreements resulting from this RFP are anticipated to be USD 5 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the master agreement(s) awarded from this RFP; however, sales and sales volume from any resulting master agreement are not guaranteed.

**Question 2:**

With respect to Article 1, Section 10) Not to Exceed Pricing. Suppliers may not exceed the prices listed in the current Pricing List on file with Sourcewell when offering Included Solutions to Participating Entities. Participating Entities may request adjustments to pricing directly from Supplier during the negotiation and execution of any transaction. Is the "Pricing List on file with Sourcewell" a public document or is this a confidential document?

**Answer 2:**

Reference RFP Section VI. E. DISPOSITION OF PROPOSALS All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Chapter 13, after negotiations are complete, including pricing and financial data. Sourcewell considers negotiations complete upon execution of a resulting master

agreement. Proposers are explicitly cautioned not to submit any data that they consider to be confidential, proprietary, or trade secret, as such data will not be treated as confidential and will be subject to public disclosure in accordance with Minnesota law.

**Question 3:**

How will Sourcwell score pricing when each contract will be uniquely tailored for each entity?

**Answer 3:**

As stated in the RFP Frequently Asked Questions document in the Sourcwell Procurement Portal: In the competitive process, Sourcwell will not advise a proposer on the content of the proposal. Each proposer, in its discretion, will determine and articulate the pricing approach that aligns with its business methods and satisfies all the requirements of the RFP. All proposed pricing must be clearly understandable, complete, and fully describe the total cost of acquisition. Proposals are evaluated based on the criteria stated in the RFP.

**Question 4:**

What factors would lead Sourcwill [sic] to a single master agreement?

**Answer 4:**

Reference RFP Section VI. D. RIGHTS RESERVED - This RFP does not commit Sourcwell to award any master agreement, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

**Question 5:**

If pricing is based on customer scope (i.e., not out-of-the-box) can we provide a representative example and have the member contact us for pricing based on their unique characteristics?

**Answer 5:**

As stated in the RFP Frequently Asked Questions document in the Sourcwell Procurement Portal: In the competitive process, Sourcwell will not advise a proposer on the content of the proposal. Each proposer, in its discretion, will determine and articulate the pricing approach that aligns with its business methods and satisfies all the requirements of the RFP. All proposed pricing must be clearly understandable, complete, and fully describe the total cost of acquisition. Proposals are evaluated based on the criteria stated in the RFP.

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End of Addendum

Acknowledgement of this Addendum to RFP 072225, posted to the Sourcewell Procurement Portal on 7/2/2025, is required at the time of proposal submittal.



7/3/2025

Addendum No. 5

Solicitation Number: RFP 072225

Solicitation Name: Virtual Behavioral Health Therapy and Related Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

In section G. Additional Considerations, the solicitation references third party vendors to assist with bid preparation. Please confirm that vendors can use a third party consultant to assist with their bid preparation.

**Answer 1:**

If a proposer works with a consultant on its proposal, the consultant (an individual or company) may not assist any other entity with a proposal for this solicitation.

**Question 2:**

Who has visibility into the pricing vendors offer?

**Answer 2:**

Reference RFP Section VI. E. DISPOSITION OF PROPOSALS All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Chapter 13, after negotiations are complete, including pricing and financial data. Sourcewell considers negotiations complete upon execution of a resulting master agreement. Proposers are explicitly cautioned not to submit any data that they consider to be confidential, proprietary, or trade secret, as such data will not be treated as confidential and will be subject to public disclosure in accordance with Minnesota law.

**Question 3:**

For service vendors doing business with Canadian entities, what is required of the service vendor with regard to providing the service with French proficiency in verbal or text?



**Answer 3:**

From the RFP Frequently Asked Questions document in the Sourcewell Procurement Portal: Sourcewell will not pre-qualify any products or services. It is left to the discretion of each Proposer to determine if its products or services meet the scope of RFP II. B. Requested Equipment, Products, or Services. Only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of the solicitation.

**Question 4:**

For service vendors doing business with Canadian entities, are they required to store service user data in Canada?

**Answer 4:**

From the RFP Frequently Asked Questions document in the Sourcewell Procurement Portal: Sourcewell will not pre-qualify any products or services. It is left to the discretion of each Proposer to determine if its products or services meet the scope of RFP II. B. Requested Equipment, Products, or Services. Only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of the solicitation.

**Question 5:**

Can you please share the 'Sourcewell Price and Product Change Request Form' that is mentioned in the Master Agreement?

**Answer 5:**

Please reference page 7 of the Master Agreement, 2) **Product and Price Change Requirements:** 2) **Product and Price Changes Requirements.** Supplier may request Included Solutions changes, additions, or deletions at any time. All requests must be made in writing by submitting a Sourcewell Price and Product Change Request Form to Sourcewell. At a minimum, the request must:

- Identify the applicable Sourcewell Agreement number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Included Solutions affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of Pricing List with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Included Solutions offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Agreement and will be incorporated by reference.

**Question 6:**

Will vendors be required to submit responses for each category they are responding to? Or should it be marked within a single response which categories we would like to be considered for?

**Answer 6:**

Please reference Table 7B: **Depth and Breadth of Offered Solutions** in the portal questionnaire. All proposed offerings relevant to the specified categories should be addressed within this table. Each comment section is designed to accommodate comprehensive text entries for any solutions you wish to provide.

**Question 7:**

Are there reporting requirements for Sourcwell? What are they?

**Answer 7:**

Please reference page 8 of the Master Agreement, 6) **Reporting Requirements:**

Supplier must provide Sourcwell an activity report of all transactions completed utilizing this Agreement. Reports are due at least once each calendar quarter (Reporting Period). Reports must be received no later than 45 calendar days after the end of each calendar quarter. Supplier may report on a more frequent basis at its discretion. Reports must be provided regardless of the amount of completed transactions during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Sourcwell Participating Entity Account Number;
- Transaction Description;
- Transaction Purchased Price;
- Sourcwell Administrative Fee Applied; and
- Date Transaction was invoiced/sale was recognized as revenue by Supplier.

If collected by Supplier, the Report may include the following fields as available:

- Participating Entity Contact Name;
- Participating Entity Contact Email Address;

- Participating Entity Contact Telephone Number;

**Question 8:**

Is there a format that vendors should provide their response in? Is there a particular template of format that vendors should submit their pricing in? Should pricing be included in the response, or as a separate attachment?

**Answer 8:**

Please reference page 2 of the Frequently Asked Questions document in the Sourcewell Procurement Portal: "The only acceptable proposal format is the Sourcewell Procurement Portal and the specification tables (questionnaire) contained therein. Proposers should submit relevant information through the portal. Proposer's complete proposal must be submitted through the portal no later than the date and time specified in the Solicitation Schedule, and all relevant information should be included in the proposal. Be thorough, clear, and concise in your narrative. Attachments should merely **SUPPLEMENT** your narrative."

For pricing, please reference page 4 of the Frequently Asked Questions document in the Sourcewell Procurement Portal: "A specific format is not required for submission, but Excel is preferred. Each supplier will propose pricing in the format that makes sense for their industry. Each proposer, at its discretion, will determine and articulate the pricing approach that aligns with its business methods and satisfies all the requirements of the III. Pricing section of the RFP. Proposals are evaluated based on the criteria stated in the RFP."

**Question 9:**

What marketing opportunities exist for accepted vendors? How will behavioral health solutions be made aware to Sourcewell customers/participants?

**Answer 9:**

Please reference section II. Solicitation Details, part F. MARKETING PLAN. "Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any master agreement award."

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End of Addendum

Acknowledgement of this Addendum to RFP 072225, posted to the Sourcewell Procurement Portal on 7/3/2025, is required at the time of proposal submittal.



7/7/2025

Addendum No. 6

Solicitation Number: RFP 072225

Solicitation Name: Virtual Behavioral Health Therapy and Related Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Section 3 of the RFP states: "All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Chapter 13, after negotiations are complete, including pricing and financial data. Proposers are explicitly cautioned not to submit any data that they consider to be confidential, proprietary, or trade secret, as such data will not be treated as confidential and will be subject to public disclosure in accordance with Minnesota law."

Based on this language, we would appreciate clarification on the following points:

Is there any process or precedent for limiting public disclosure of sensitive materials such as financial statements, market share data, or operational strategies, particularly if those materials are marked "Confidential – Trade Secret" under Minn. Stat. §13.37?

Does the "become property of Sourcewell" clause imply any rights beyond public access, such as reuse, distribution, or incorporation into other materials?

Should proposers interpret this section to mean that all materials, including financial documentation, will be treated as fully disclosable public records, regardless of markings or exemptions under Minnesota law?

We raise these questions because the current language appears to reclude any confidentiality protections altogether, which may unintentionally limit participation

from highly qualified private companies that are subject to investor disclosure requirements, compliance frameworks, or data governance policies.

In preparing for our submission, we determined that certain documents submitted by current contract holders, marked “Confidential” or “Proprietary,” appear to be publicly accessible via Sourcewell’s contract portal. We share this observation respectfully, and only to better understand how Sourcewell applies its stated policy in practice. Could you clarify how this may apply to our submission, and whether there are any options for protecting sensitive materials while still complying with the terms of the RFP?

**Answer 1:**

Reference Master Agreement Section VI. EVALUATION AND AWARD, E. DISPOSITION OF PROPOSALS. All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Chapter 13, after negotiations are complete, including pricing and financial data. Sourcewell considers negotiations complete upon execution of a resulting master agreement.

Proposers are explicitly cautioned not to submit any data that they consider to be confidential, proprietary, or trade secret, as such data will not be treated as confidential and will be subject to public disclosure in accordance with Minnesota law.

**Question 2:**

Category 1 of the RFP is titled: “Category 1. General Public Entity Employees and Citizens;” can Sourcewell define “Citizens?” Is the correct interpretation that “Citizens” would be dependents of Public Entity Employees who have access to Virtual Behavioral Health Therapy and Related Services through their employer, if not please provide definition.

**Answer 2:**

Citizens are those people who might reside in a city, county or be stakeholders with our participating entities.

**Question 3:**

Will the district accept SLP-CF candidates for speech pathology positions?

**Answer 3:**

In the competitive process, Sourcewell cannot advise a proposer on the content of the

proposal. It is left to the discretion of the proposer to identify the candidates it is proposing.

**Question 4:**

Can the district please provide information and current bill rates for contracts in place for similar SLP services?

**Answer 4:**

A vendor can search our website [www.sourcewell-mn.gov](http://www.sourcewell-mn.gov) for similar services and look at responses from there.

**Question 5:**

Can the district please describe the supplies and materials that contracted providers will have access to at the district for SLP services? (Wi-Fi, computer access, testing material, office supplies, etc.)?

**Answer 5:**

This is up to each participating entity and we do not have that information.

**Question 6:**

What are the maximum allowable weekly hours for the SLP positions requested in this solicitation?

**Answer 6:**

This is up to each participating entity and we do not have that information.

**Question 7:**

At the time of application, are businesses required to be registered with the state?

**Answer 7:**

This is up to each participating entity and we do not have that information.

**Question 8:**

How does Sourcewell handle price adjustments during the term of the contract? For example, does the awarded vendor provide updated pricing on a yearly basis, and as new services are added or removed?

**Answer 8:**

FAQ section IV. Pricing – refer to the Master Agreement, Article 2, 2, for additional details on the process for requesting a product or pricing change during the term of an awarded contract. A downloadable version of the Master Agreement is found on the “Bid Details” page within the Sourcewell Procurement Portal.

**Question 9:**

In reference to the Master Agreement, Article 3, Section 6 (Additional Terms and Conditions Permitted): If the vendor has its own Master Services Agreement that it would negotiate to include additional terms and conditions with each Participating Entity, does the vendor need to include and attach a sample copy of this Agreement as an uploaded attachment under the 'Requested Exceptions'?

**Answer 9:**

Reference Table 8: Exceptions to Terms, Conditions, or Specifications Form Line Item 99. NOTICE: To identify any exception, or to request any modification, to Sourcewell standard Master Agreement terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement Template provided in the “Bid Documents” section. Proposer must upload the redline in the “Requested Exceptions” upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Master Agreement.

**Question 10:**

If the vendor has a specific termination policy for convenience for Participating Entities related to a type of pricing model outlined, can the vendor's pricing document further describe these details?

**Answer 10:**

Reference Master Agreement Article 3: Supplier Obligations to Participating Entities, 6) Additional Terms and Conditions Permitted. Participating Entity and Supplier may negotiate and include additional terms and conditions within transaction documentation as mutually agreed. Such terms may supplant or supersede this Master Agreement when necessary and as solely determined by Participating Entity. Sourcewell has expressly reserved the right for Supplier and Participating Entity to address any necessary provisions within transaction documents not expressly included within this Master Agreement, including but not limited to transaction cancellation, dispute resolution, governing law and venue, non-appropriation, insurance, defense and indemnity, force majeure, and other material terms as mutually agreed.

**Question 11:**

Do you prefer or require the 'Pricing' document to be uploaded in an Excel format or PDF format?

**Answer 11:**

Either is fine.

**Question 12:**

Do you prefer or require any documents uploaded under the 'Requested Exceptions' to be in a Word or PDF format?

**Answer 12:**

Use the Word document with track changes that is uploaded as part of the RFP.

**Question 13:**

What type or examples of documents do you request to be uploaded under 'Standard transaction Document/Samples'?

**Answer 13:**

This upload is optional. If you have any standard transaction documents, you can upload them there.

**Question 14:**

Are you requesting that the vendor's available financial statements for the last fiscal year be uploaded under 'Financial Strength and Stability' to meet the 'Financial Viability and Marketplace Success' evaluation criteria?

**Answer 14:**

In the competitive process, Sourcewell cannot advise a proposer on the content of the proposal. It is left to the discretion of the proposer to demonstrate their financial viability.

**Question 15:**

When is the anticipated date that the awarded contract will take effect (example: starts 12/28/2025, after the previous Sourcewell Contract #102821 expires)?



**Answer 15:**

After the evaluation process and when the contracts are signed, there is no set date.

**Question 16:**

If the vendor only responds to Category 3, can they also specify whether they only provide services to K-12 students and not to higher education students?

**Answer 16:**

In the competitive process, Sourcewell cannot advise a proposer on the content of the proposal. It is left to the discretion of the proposer to identify subcategory descriptors that may be relevant to the proposer's offered equipment, products, and services.

**Question 17:**

If the vendor only responds to one category, would the final Master Agreement, section 6.1 (Scope), be updated to list only the categories the vendor from its awarded response and remove categories that were not offered?

**Answer 17:**

Yes that is correct.

**Question 18:**

How does Sourcewell handle price adjustments during the term of the contract? For example, does the awarded vendor provide updated pricing on a yearly basis, and as new services are added or removed?

**Answer 18:**

Refer to the Master Agreement, Article 2:2 Product and Price Change Requirements section.

**Question 19:**

In reference to the Master Agreement, Article 3, Section 6 (Additional Terms and Conditions Permitted): If the vendor has its own Master Services Agreement that it would negotiate to include additional terms and conditions with each Participating Entity, does the vendor need to include and attach a sample copy of this Agreement as an uploaded attachment under the 'Requested Exceptions'?

**Answer 19:**

In the competitive process, Sourcewell cannot advise a proposer on the content of the proposal. It is left to the discretion of the proposer to decide what it will and will not include.

**Question 22:**

Do you prefer or require any documents uploaded under the 'Requested Exceptions' to be in a Word or PDF format?

**Answer 22:**

Exceptions should be in the Word document with track changes enabled.

**Question 23:**

Will the district accept SLP-CF candidates for speech pathology positions?

**Answer 23:**

In the competitive process, Sourcewell cannot advise a proposer on the content of the proposal. It is left to the discretion of the proposer to demonstrate their ability to sell and service the contract.

**Question 24:**

What is entailed in the yearly review as referenced in Section 4: Performance Reviews: Supplier will perform a minimum of one review with Sourcewell per agreement year. The review will cover transactions to Participating Entities, pricing and terms, administrative fees, sales data reports, performance issues, supply chain issues, customer issues, and any other necessary information.

**Answer 24:**

Performance reviews cover transactions to Participating Entities, pricing and terms, administrative fees, sales data reports, performance issues, supply chain issues, customer issues, and any other necessary information.

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End of Addendum

Acknowledgement of this Addendum to RFP 072225, posted to the Sourcewell Procurement Portal on 7/7/2025, is required at the time of proposal submittal.



7/8/2025

Addendum No. 7

Solicitation Number: RFP 072225

Solicitation Name: Virtual Behavioral Health Therapy and Related Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

How does this RFP define customers who are eligible to be Sourcewell customers in the context of submitting references for this RFP response?

**Answer 1:**

Reference RFP Section 1. B. Use of Resulting Master Agreements.

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End of Addendum

Acknowledgement of this Addendum to RFP 072225, posted to the Sourcewell Procurement Portal on 7/8/2025, is required at the time of proposal submittal.



7/10/2025

Addendum No. 8

Solicitation Number: RFP 072225

Solicitation Name: Virtual Behavioral Health Therapy and Related Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Will the virtual behavioral health therapy and related services sought under this contract be paid by the agencies the success[sic] vendor contracts with or will there be the need to bill third-party payers like Medicaid, Medicare, BlueCross/Blue Shield and other commercial payers?

**Answer 1:**

It is a possibility and depends on the procurement policy of the agency or the preference of the agency.

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End of Addendum

Acknowledgement of this Addendum to RFP 072225, posted to the Sourcewell Procurement Portal on 7/10/2025, is required at the time of proposal submittal.



7/11/2025

Addendum No. 9

Solicitation Number: RFP 072225

Solicitation Name: Virtual Behavioral Health Therapy and Related Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

What is the anticipated number of full time and part time positions?

**Answer 1:**

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications, finite quantities or locations. Any of Sourcewell's participating entities could use the contract, if applicable. Sourcewell is requesting proposals to meet the various needs of its 50,000+ Participating Entities as a whole, across the United States and Canada, NOT individual entities' needs. The use of Sourcewell contracts is voluntary for Participating Entities. In this competitive solicitation process, Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP. Participating Entities' unique needs, and Solutions from awarded supplier(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

**Question 2:**

Are your current vendors meeting your needs?

**Answer 2:**

Sourcwell re-solicits its contracts approximately every four years regardless of any current vendors meeting or not meeting needs.

**Question 3:**

Will Sourcwell utilize its own contract, the vendor's contract, or the RFP as the agreement?

**Answer 3:**

See RFP Section IV. Master Agreement. Proposers awarded a master agreement will be required to execute a master agreement with Sourcwell. This is attached as a document in the Portal.

**Question 4:**

Does Sourcwell have a cap on the hourly rate for these services?

**Answer 4:**

See Answer 1.

**Question 5:**

Do you require resumes and license verifications of potential contracted candidates to be included in our submission? If so, can we provide sample resumes with personal information redacted?

**Answer 5:**

In the competitive process, Sourcwell will not advise a proposer on the content of the proposal. Each proposer, in its discretion, will determine and articulate the qualifications that aligns with its business methods and satisfies all the requirements of the RFP.

**Question 6:**

How will the vendors be notified of an award?

**Answer 6:**

An email will be sent through the Procurement Portal to all awarded and non-awarded suppliers who responded.

**Question 7:**

Is the vendor expected to have a clinic or local office?

**Answer 7:**

See Answer 1 and Answer 5.

**Question 8:**

Will the district reimburse for mileage traveled between school campuses on the same day?

**Answer 8:**

See Answer 1.

**Question 9:**

Is the district open to the [sic] using teletherapy?

**Answer 9:**

See the RFP title, RFP section II.B. Requested Equipment, Products, or Services and Answer 1.

**Question 10:**

Our digital mental health program is regularly enhanced with new modules, exercises, and features. At what level of change would we be required to notify Sourcewell (e.g., the addition of new therapeutic modules or expanded content areas)?

**Answer 10:**

This can be discussed with your Supplier Development Administrator on a case-by-case basis after award.

**Question 11:**

While the RFP is titled Virtual Behavioral Health Therapy, the scope description includes self-guided or self-help programs. Can you please confirm whether a fully self-guided, evidence-based mental health program would be considered eligible under this solicitation?

**Answer 11:**

Sourcewell will not pre-qualify any products or services. It is left to the discretion of each Proposer to determine if its products or services meet the scope of RFP II. B. Requested Equipment, Products, or Services. Only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of the solicitation.

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End of Addendum

Acknowledgement of this Addendum to RFP 072225, posted to the Sourcewell Procurement Portal on 7/11/2025, is required at the time of proposal submittal.





7/14/2025

Addendum No. 10

Solicitation Number: RFP 072225

Solicitation Name: Virtual Behavioral Health Therapy and Related Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Does the Supplier need to provide a copy of its Master Services Agreement in the proposal response with Sourcewell? This Master Services Agreement will be considered the 'Additional Terms and Conditions Permitted' mentioned in Sourcewell's Master Agreement, Article 3, Section 6.

**Answer 1:**

See RFP IV. Master Agreement. If a proposer has exceptions to our Master Agreement they must indicate those at that time. There is a separate location for Standard Transaction documents that is optional.

**Question 2:**

Can you verify where the Supplier must upload a copy of its Master Services Agreement for each Participating Entity with the proposal response (example: under 'Standard Transaction Document Samples', 'Requested Exceptions', etc.)?

**Answer 2:**

See Answer 1. In this competitive solicitation process, Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP.

**Question 3:**

Could you please provide the total number and value of contracts signed for the Virtual Behavioral Health Therapy services over the past three years?

**Answer 3:**

Two contracts with 1,864,933 in total sales volume.

**Question 4:**

What is the average population size of the buying entities for this contract?

**Answer 4:**

We do not have this information readily available.

**Question 5:**

What percentage of your book of business has less than 5,000 employees?

**Answer 5:**

See Answer 4.

**Question 6:**

In Category 1 (General Public Entity Employees and Citizens), would we be able to bid on the general public entity employee population only?

**Answer 6:**

In this competitive solicitation process, Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP. Participating Entities' unique needs, and Solutions from awarded supplier(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

**Question 7:**

In Category 3 (K-12 and Higher Education), would we be able to bid on the faculty population only?

**Answer 7:**

See Answer 6.

**Question 8:**

Does being the successful bidder obligate the bidder to accept this virtual BH therapy and related services contract with the agency needing services.

**Answer 8:**

No it does not, it is up to the participating agency and the awarded supplier.

**Question 9:**

Does Sourcewell prefer the proposal to follow the exact order and numbering of Section VI in the RFP?

**Answer 9:**

Do not take our questions and add an attachment. Please answer the questions in the Table. You may add any SUPPLEMENTAL material as an attachment.

**Question 10:**

Are there any required or preferred formatting guidelines, such as font type/size, line spacing, file naming conventions, or maximum page limits?

**Answer 10:**

See Answer 9.

**Question 11:**

Should each section in Category 1 (e.g., Company Overview, Scope of Services) be presented as its own clearly labeled section in the proposal?

**Answer 11:**

See Answer 9.

**Question 12:**

Should we include a separate table of contents, or is it assumed that the proposal will

follow the RFP's structure?

**Answer 12:**

See Answer 9.

**Question 13:**

Are all required forms (e.g., Conflict of Interest Disclosure, Certificate of Insurance, W-9) to be included in a separate appendix, or should they be embedded within the relevant proposal sections?

**Answer 13:**

See Answer 9. Also, there is a separate location for supplemental documents to be uploaded that is optional.

**Question 14:**

Should all materials (narrative, pricing, attachments) be submitted as a single PDF, or does Sourcewell prefer separate files for specific components (e.g., pricing as a standalone document)?

**Answer 14:**

In this competitive solicitation process, Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP. Participating Entities' unique needs, and Solutions from awarded supplier(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

**Question 15:**

For sections such as "Company Experience" and "Staff Qualifications," is Sourcewell looking for detailed resumes and case studies, or concise summaries of relevant qualifications?

**Answer 15:**

In this competitive solicitation process, Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP. Participating Entities' unique needs, and Solutions from

awarded supplier(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

**Question 16:**

If we are submitting for Category 1 only, should we still respond to all general criteria outlined in Section VI, or just those specifically applicable to Category 1?

**Answer 16:**

In this competitive solicitation process, Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP. Participating Entities' unique needs, and Solutions from awarded supplier(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

**Question 17:**

Are letters of reference required or simply encouraged? If required, how many are expected, and is there a preferred format (scanned letters vs. reference contact list)?

**Answer 17:**

There are questions in the Table that ask about references. Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP. Participating Entities' unique needs, and Solutions from awarded supplier(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

**Question 18:**

Does Sourcewell require pricing to be broken down by geographic area (e.g., by state) or by service delivery type (e.g., direct therapy vs. supervision)?

**Answer 18:**

In this competitive solicitation process, Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP. Participating Entities' unique needs, and Solutions from awarded supplier(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

**Question 19:**

Should pricing be included in the narrative portion of the proposal or submitted as a separate pricing sheet?

**Answer 19:**

There are questions in the Tables about pricing and your approach. Pricing attachment is also required. See Answer 14 for more information.

**Question 20:**

Will the evaluation criteria for Category 1 be weighted equally across all components, or are certain areas (e.g., Technical Approach, Pricing) prioritized in scoring?

**Answer 20:**

See RFP Section VI. Evaluation and Award.

**Question 21:**

Can we list one of our clinical services as an optional/additional cost? This would be a separate line item from our core clinical offering and pricing?

**Answer 21:**

In this competitive solicitation process, Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP. Participating Entities' unique needs, and Solutions from awarded supplier(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

**Question 22:**

Can we include dependent coverage as an optional/additional cost? This would be a separate line item from our core offering and pricing.

**Answer 22:**

In this competitive solicitation process, Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP. Participating Entities' unique needs, and Solutions from

awarded supplier(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

**Question 23:**

In Table 3 - last question: "Will proposer extend services for any awarded master agreement to non-profit entities?" - does this refer to existing non-profit partners using the sourcewell contract?

**Answer 23:**

Non-Profits are allowed to use Sourcewell contracts. We are asking if current non-profits or any in the future will be allowed access if you are awarded a contract.

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End of Addendum

Acknowledgement of this Addendum to RFP 072225, posted to the Sourcewell Procurement Portal on 7/14/2025, is required at the time of proposal submittal.